



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

**MEMORANDUM**

**TO:** Local School District Superintendents

**FROM:** Jeremy M. Hughes, Ph.D. *JMH*  
Deputy Superintendent/Chief Academic Officer

**DATE:** September 15, 2006

**SUBJECT:** Updating the Registry of Educational Personnel (REP) for Purposes of Title I Comparability

The Michigan Department of Education (MDE) and the Center for Educational Performance and Information (CEPI) have made arrangements to help affected school districts complete their 2006-07 Title I Comparability Applications by importing the instructional staff information from the Registry of Educational Personnel (REP) into the Michigan Electronic Grants System (MEGS). School districts are required to complete and submit the Comparability Application in MEGS if they receive Title I, Part A funds and have two or more schools with identical or overlapping grade levels in a grade span where there is at least one Title I school.

The REP is opened to allow districts to update their information in Field 28 to reflect instructional staff assignments for the fall of 2006. A description of Field 28 is attached for your reference. On October 15, 2006, this information will be uploaded from the REP into MEGS, where it will be used to pre-populate each district's Title I Comparability Application. Please note that this is not a new requirement to complete the REP. This early report date is an option you may use to eliminate redundant data entry and use reported data to meet the Title I reporting requirement.

To take advantage of this arrangement, districts are strongly encouraged to use the early opening of the REP to update their staff assignments and to ensure that the information entered for each staff person is correct. If the REP data is not updated prior to initiating the Title I Comparability Application, then the Comparability Application staffing information will need to be revised after submission of data in the REP.

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If you have questions regarding the REP, please contact the DIT Client Service Center at 517-335-0505 or via e-mail at [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov). If you have questions regarding Title I Comparability, please contact the Field Services consultant for your area or call 517-373-4588 to obtain the telephone number of your consultant.

Attachment

cc: Consolidated Application Contact Person  
Contact Person for Comparability 2005-06

## Field 28: Full-Time Base Annual Salary

<b>Submission date:</b>	First business day in December and June 30
<b>Field use:</b>	School Aid Act, MCL 388.1619; Freedom of Information Act, MCL 15.243a; Uniform Budget and Accounting Act, MCL 141.440 <u>NCLB, Section 1120A of Title I, Part A</u>
<b>State of Michigan office contact:</b>	DIT Client Service Center, 517-335-0505, <a href="mailto:Help-Desk@michigan.gov">Help-Desk@michigan.gov</a>
<b>Field specification:</b>	Six-character
<b>Record position/type:</b>	738-743, numeric
<b>Database field name:</b>	AnnualSalary
<b>SIF tag:</b>	◇
<b>Code/format:</b>	This is a six-position field (NNNNNN)
<b>Dependencies with other fields:</b>	Field 10: School Assignment Data Field 12: Funded Position Status

**Programming edits:** Since the fall 2003 submission of the REP, districts have been able to submit both hourly wage and annual salary. Both fields must have a value. Annual Salary has been redefined to mean full-time base salary so that it can be used to determine comparability under Title I, Part A of No Child Left Behind. If the full-time base annual salary is submitted in this field, the hourly wage in Field 10 must be submitted with either the hourly wage or zeros, or a fatal error is reported. If no value is entered, a fatal error is reported. The full-time base annual salary cannot exceed \$300,000; the hourly wage cannot exceed \$999.99. When Field 12: Funded Position Status contains code "1" for a vacant position, submit zeros in both the hourly wage in Field 10 and Field 28: Full-Time Base Annual Salary, or a fatal error is reported.

If Field 12: Funded Position Status has a value of "1" (vacant, funded, open position, no one assigned), the full-time base annual salary in Field 28 and the hourly wage in Field 10 must be zeros, or a fatal error is reported.

**Definition:** Indicate the full-time base annual salary for the employee of the district. The full-time base annual salary is the base salary (basic contract) for a first year full-time employee at this educational level. It does not include increments for years of service or longevity payments. The full-time base salary is used in determining comparability under Title I of NCLB, including longevity payments (if applicable). For teachers, this includes all instructional days, mandatory workdays, and mandatory, paid professional development days. For administrators, this includes all mandatory contractual days (basic contract including longevity); this also includes paid vacation days and paid holidays. There must be a value in both the hourly wage in Field 10 and the annual salary in Field 28. This field applies to position assignment codes "000AX" through "99900" and must have a value.